



Virginia Social Services System Strategic Planning Steering Committee

Meeting Minutes February 8, 2006 10:00 a.m. to 12:00 p.m. VDSS Home Office, Conference Room 6-A.

Attendees: Members – Commissioner Conyers, Valerie Cuffee, Donna Douglas, Clark Earl, Judy English, Mark Johnson, Dana Paige, Edith Jones, Jim Schuyler, Margaret Luca, Jack Frazier, Renee Fleming-Mills, Bo Harris, Brenda Macklin for B. J. Northington, J.R. Simpson, Duke Storen, Harry Sutton, Dottie Wells, Nick Young, Vickie Johnson-Scott
Facilitator – John Wheatley
Staff – Margaret Schultze, Zandra Relaford, Carol Marion

I. Call to Order, Introductions

John Wheatley called the meeting to order and relayed regrets from a number of members who were unable to attend.

II. Minutes

The minutes from the previous meeting on December 9 were approved.

III. Review Action Items List

Item 89: John Wheatley, Determine the manner in which we will solicit input from the local departments when plans are being developed.

Members suggested that the process ensure the steering committee obtains input from VACAP and the community action agencies. John Wheatley will meet with Vickie Johnson-Scott, Duke and other representatives to continue work on a process.

Status: Item remains open

Item 90: John Wheatley, Develop survey to collect data about all current plans used. It will include information about the necessity of the plan.

John requested input from locals on what plans they have to complete that the committee may not know about. The group acknowledged that Fraud plans needed to be added to the collection of information. Donna Douglas and Jim Schuyler agreed to assist.

Status: Item remains open.

Item 98: John Wheatley, Place final Service Area Plans on the Web site

John has worked with Public Affairs staff to place Service Area Plans on the department's public website.

Status: Item closed.

Item 105: Steering Committee, Committee members to submit suggestions for new membership categories to John Wheatley for discussion at the next meeting.

Duke Storen and Donna Douglas presented their proposal for membership categories and competencies. The committee will review and provide feedback at the next meeting. John agreed to provide the log of past attendance. Committee to review and bring back comments at the March meeting. (New Action Item)

Status: Item remains open

Item 108: Steering Committee, Review revisions to Goal 2 presented by Donna Douglas.

Donna Douglas withdrew previously submitted revisions of Goal 2 in order to incorporate the Division of Strategy Management and Research leadership and structure with the modifications to the performance management aspects of Goal 2. This action item will close and a new action item to rework Goal 2 will be developed.

Status: Item closed.

Item 109: Bo Harris, Margaret Schultze, Present first draft of crosswalk of JLARC study recommendations, Strategic plan and Service Area Plans.

Zandra Relaford presented a crosswalk that aligns the current strategic plan with the JLARC recommendations. The steering committee discussed the need to look at areas where new objectives and action steps may be needed in order to implement these recommendations. Donna Douglas and others will look at ways to expand the strategic plan and refine the crosswalk in light of the JLARC recommendations. A follow-up report will be made at the April meeting. (New Action Item)

Status: Item closed.

Item 110: John Wheatley, Contact DPB to understand update cycle and the extent to which updates can be made.

John Wheatley reviewed the DPB Planning Calendar and related requirements.

Status: Item closed

Item 111: John Wheatley, Contact web development team to confirm what changes for the presentation of mission statement can be made.

John Wheatley reviewed this item in a presentation at the beginning of the meeting.

Status: Item closed.

Item 112: John Wheatley, Supply a report of traffic/hits on the strategic planning web site.

John distributed a table summarizing the hits on the public DSS website for strategic plan inquiries.

Status: Item closed.

Item 113: Steering Committee, Submit suggestions for changes to the way in which measures are presented.

After discussion, group agreed to look at using a format similar to the State.

Status: Item closed.

Item 114: John Wheatley, Obtain and distribute copies of Chesterfield's strategic planning press package to committee members.

John gave attendees a copy of Chesterfield's strategic plan marketing document.

Status: Item closed.

IV. New Business

1. Strategic Planning web site review: John Wheatley.

John Wheatley presented the updated web site earlier in the meeting.

2. Project Status Update: Mark Johnson

Mark Johnson informed the group of his perception of the strategic planning work that had been completed to date and introduced Commissioner Conyers, who provided an update on:

- Structural Changes within the Department
- VISSTA
- PPEA
- Information Technology

V. Adjourn

Meeting adjourned at 12:45 p.m.

Next Meeting: March 8, 2006 at the VDSS Home Office, Conference Room 6-A.